



# County of Los Angeles **CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://cao.co.la.ca.us>

DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE BRATHWAITE BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

July 15, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## **PROPOSITION 218 ASSESSMENT BALLOT - CITY OF BURBANK DOWNTOWN BURBANK PROPERTY AND BUSINESS IMPROVEMENT DISTRICT (FIFTH) (3 VOTES)**

### **IT IS RECOMMENDED THAT YOUR BOARD:**

Support the assessments on County-owned properties within the boundaries of the City of Burbank Downtown Property and Business Improvement District for various improvements and activities, including a signage, parking and aesthetic improvement program, maintenance services to increase frequency of litter and debris removal, and advocacy to promote business interests within the district at an annual cost to the County of \$6,201, and direct the Chief Administrative Officer (CAO) to cast the ballot in support of the assessments for the properties.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the proposed Business Improvement District will allow new and continued improvements and activities, public space management, communication/development, and special projects above and beyond those currently being provided by the City in the area within the proposed District for a term of five years. The assessment district contains County-owned Assessor's Parcel No's. (APN's) 2453-014-900 and -902, occupied by the County's Burbank Courthouse facilities located at 300 East Olive Avenue, for which the CAO is currently the proprietor.

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## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The Countywide Strategic Plan directs that we invest in public infrastructure in order to strengthen the County's fiscal capacity. Support for the benefit assessments levied against the County properties to facilitate servicing and maintenance of public common areas and street frontage fills an identified need and supports this strategy by complying with the Strategic Asset Management Principles (Goal 4, Strategy 4, Objective 2).

## **FISCAL IMPACT/FINANCING**

The proposed district's total assessment amount of \$730,000 for Fiscal Year (FY) 2003-04 is for public space management, communications/development, special projects and advocacy administration. The annual assessments may be adjusted for any increases in the Consumer Price Index not to exceed three percent, normal Southern California Edison Company energy increases, or by a re-balloting of property owners.

The assessment will be charged to the Rent Expense Budget. Approximately 20 percent of that amount can be charged to the occupying departments. The remaining 80 percent occupied by Superior Courts will be net County cost in the Rent Expense Budget. The financial cost of paying this new assessment can be absorbed within the departments' FY 2003-04 budget appropriations.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

As a result of the passage of Proposition 218, property owned by government agencies, including Los Angeles County, became subject to assessment by various County and non-County assessment districts on July 1, 1997. The County, like other property owners, is able to cast ballots supporting or opposing the assessments and its ballots will be weighted to reflect its proportionate share of the total assessment. Publicly owned properties are not exempt from the assessment unless the parcels receive no special benefit. The agency cannot increase an assessment or impose a new assessment if a majority of the ballots returned oppose the proposed assessment.

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The Burbank City Council adopted an Ordinance of Intention to establish the new district for a term of five years on June 3, 2003. It is seeking property owner approval for the proposed district, for which it has scheduled a public hearing on July 22, 2003. The method of assessment for this assessment district is determined by lot square footage.

This department has determined that the services to be financed by the assessment district will be of sufficient benefit to warrant your Board's support. Accordingly, we are recommending that your ballot be completed as supporting the assessments.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Approval of this benefit assessment will enhance the maintenance and aesthetics of the public common areas within the assessment district.

**CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors, return the adopted stamped Board letter to the CAO, Real Estate Division, 222 South Hill Street, 4<sup>th</sup> Floor, Los Angeles, CA 90012.

Respectfully submitted,

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:CWW  
SH:RC:pe

Attachment  
c: County Counsel  
Auditor-Controller  
Prop218-Burbank.b

# Ballot for Downtown Burbank Property and Business Improvement District

Legal Owner L A COUNTY

| Parcel Number    | Site Address   | Annual<br>Assessment |
|------------------|----------------|----------------------|
| 2453-014-900     | 300 E OLIVE AV | \$4,960.26           |
| 2453-014-902     | 300 E OLIVE AV | \$1,240.59           |
| Total Assessment |                | \$6,200.85           |

To be counted you must **CHECK "Yes" or "No" AND SIGN** this ballot.

- \_\_\_\_\_ Yes, I am in favor of the proposed assessment on the parcel(s) identified on this ballot in support of creation of the Downtown Burbank PBID.
- \_\_\_\_\_ No, I am not in favor of the proposed assessment on the parcel(s) identified on this ballot and am not in support of creation of the Downtown Burbank PBID.

\_\_\_\_\_  
NAME (PRINTED)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

(RECORD OWNER OR AUTHORIZED REPRESENTATIVE OF NAMED OWNER  
AUTHORIZED BY SUCH OWNER TO EXECUTE THIS DOCUMENT ON BEHALF  
OF SUCH OWNER)

**PLEASE RETURN BALLOT IN THE SELF-ADDRESSED ENVELOPE  
PROVIDED AND MAIL OR HAND DELIVER TO:**

**CITY OF BURBANK  
CITY CLERK OFFICE  
275 E. OLIVE AVE.  
BURBANK, CA 91502**

**BALLOTS MUST BE RECEIVED BY THE CLOSE OF THE PUBLIC  
HEARING ON THURSDAY, JULY 22, 2003, AT 6:30 P.M.**



## PROPERTY OWNER BALLOT PROCEDURE

**Q. *What is the Property Owner Ballot Procedure?***

**A.** Property Owners must receive their assessment ballots by mail. An assessment ballot is enclosed in this package. Ballots may be returned by mail or otherwise delivered to the City of Burbank in the enclosed official ballot envelope.

**Q. *How will the Ballots be Tabulated?***

**A.** Ballots will be weighted to reflect the proportional financial obligation to the affected property. For example, a property owner with a proposed assessment of \$400 may cast a ballot worth the equivalent of 400 "votes" while a property owner with a proposed assessment of \$200 may cast a ballot worth 200 "votes." If votes in opposition to the assessment exceed the votes submitted in favor of the assessment, the assessment will not be imposed.

**Q. *What if a Property is under Joint Ownership?***

**A.** If joint owners, such as husband and wife, agree on the assessment, only one need sign the ballot. If the property is owned by a corporation, an officer or an officer's representative may sign. If the property is owned by a partnership, any general partner or that partner's representative may sign. If joint owners disagree on the assessment, they may cast their ballots in proportion to their ownership based on the total weighted vote for the property. In the event of a split ballot, property owners should be prepared to provide the City of Burbank with evidence of the ownership share of each voter.

**Q. *What happens if the Assessment District is Approved?***

**A.** With property owner approval, assessments would be placed on property tax bills mailed in October, 2003 and work on the new Property-based Business Improvement District (PBID) projects would begin as soon as 2004.

## IMPORTANT ASSESSMENT BALLOT REMINDERS

- ✓ Assessment ballots will be tabulated at the close of the public hearing on the proposed assessment district scheduled for July 22, 2003.
- ✓ **Please be sure to mark and sign your ballot carefully.** Ballots that are incomplete may be disqualified.
- ✓ To be counted, ballots must be received by the City of Burbank City Clerk's Office or delivered at the public hearing no later than the close of the public hearing at 6:30 p.m. on July 22, 2003.
- ✓ If you have any questions, please call Gail Stewart at (818) 238-5209



**NOTICE OF CREATION AND PROPOSED ASSESSMENT  
FOR THE DOWNTOWN BURBANK  
PROPERTY AND BUSINESS IMPROVEMENT DISTRICT**

NOTICE IS HEREBY GIVEN that on June 3, 2003, the Council of the City of Burbank (the "Council") adopted a resolution of intention to create the Downtown Burbank Property and Business Improvement District (the "District") to provide certain improvements and activities for land within the District as set forth in said resolution of intention.

NOTICE IS HEREBY FURTHER GIVEN that Tuesday, July 22, 2003 at 6:30 p.m. in the Council Chambers located at 275 East Olive Avenue, Burbank, California, has been set as the time and place for a public hearing on the creation of the District and the levy of assessments on parcels within said District as set forth in the resolution of intention. At the public hearing the Council shall hear and consider all objections or protests, if any, to the proposed creation and assessment. At the public hearing, any interested person shall be permitted to present written or oral testimony, in support or opposition. Further, a mail ballot proceeding is being conducted for the proposed District in compliance with Proposition 218.

NOTICE IS HEREBY FURTHER GIVEN that the attached ballot may be mailed or hand delivered to the address shown thereon after its execution by the owner receiving notice and his or her indication of support or opposition to the proposed District creation and assessment. At the public hearing the Council shall tabulate the ballots returned by the record owner of each parcel of land within the District and if, upon conclusion of the hearing, ballots submitted in opposition to the assessment exceed the ballots submitted in favor of the assessment, the Council shall not impose the assessment. In tabulating the ballots, the ballots shall be weighted according to the proportional financial obligation of the affected property. Ballots will be accepted up to the close of the public hearing

NOTICE IS HEREBY FURTHER GIVEN that the legal records of Los Angeles County indicate that you own a parcel of real property within the District. The County Assessor's parcel number and the proposed assessment to be assessed against said parcel for the District is indicated on your ballot.

Developed by a coalition of property and business owners, the District is a property and business improvement district poised for creation to continue to improve and convey special benefits to properties located along Downtown Burbank within the County of Los Angeles. The District would provide new improvements and activities, summarized below, and above and beyond those currently provided by the City.

**Location:** The District runs on the north side along Glenoaks Boulevard to Verdugo Avenue on the east border, to Golden State Freeway in the south, and Burbank Boulevard on the west side. A description and maps begin on page 8 for specific boundaries of the District.

**Improvement and Activities:** A signage, parking and aesthetic improvement program to upgrade the attractiveness of the downtown area; maintenance services to increase the frequency of litter and debris removal; advocacy to promote business interests and allow the business community to speak with one voice



**Method of Financing:** Levy of assessments upon real property that benefit from District provided improvements and activities.

**Budget, Cost & Basis for Calculation of Assessment:** Total amount of the proposed assessment chargeable to the entire District for each year of its five (5) year operation is a base of approximately \$730,000 per year with a maximum 3% increase per year.  
**The proposed annual assessment for the parcel(s) owned by you or your company is shown on the Property Owner Ballot included in this packet.**  
Annual assessments are based upon an allocation of program costs and a calculation of total lot square footage plus linear front footage along San Fernando Boulevard. Assessments will not exceed \$0.16 per square foot of land plus \$2.00 per linear foot of street frontage along San Fernando Boulevard, as defined by the Downtown Burbank PBID Management District Plan, which Plan has been filed with the Burbank City Clerk's Office.

**Duration** Upon creation, the District will have a 5-year term. The duration of assessments will be five years.

The assessments shall not be imposed if the ballots submitted in opposition to the creation and assessment exceed the ballots submitted in favor of the creation and assessment, with the ballots weighted according to the proportional financial obligation of the affected property.

**The enclosed Property Owner Ballot included in this packet contains important information concerning its completion, return and tabulation, and the effect of casting ballots in support or in protest of the proposed creation of the District and assessment. For more information on the documents in the packet or about the creation of the District and services provided, please call Gail Stewart at (818) 238-5209.**

Dated: \_\_\_\_\_ June 6, 2003 \_\_\_\_\_